CUSAD Minutes  
Thursday, April 18, 2013  
Conference Call

Present:  
BSC – Jeff Jacobs  
DCB – Valerie Heilman  
DSU – Sandy Klein and Kathy Lowe  
LRSC – Katie Nettell  
MaSU – Shirley Hanson  
MiSU – Laurie Weber  
NDSCS – Shelly Blome, Kassi Griffin, Carmen Marohl and Sheila Dolan  
NDSU – Jeanne Enebo, Sandy Prudhomme, and Bonnie Litton  
UND – Rohit Kulkarni, Bruce Helgerud, Carolyn Keegan and Janelle Kilgore  
VCSU Betty Schumacher, Chair and Marcia Pritchert  
WSC – Anna Vinger  
Campus Solutions – Dennis Junk, Thomas McNaughton, and Sue Applegren  
NDUS – Gina Padilla

Betty called the meeting to order at 1:30 p.m.

Approval of March 21, 2013, CUSAD Minutes  
It was moved by Shelly and seconded by Shirley to approve the March 21, 2013, CUSAD minutes as presented. The motion was unanimously approved.

Additions to Agenda  
There were no additions to the agenda.

New Business  
Higher Education Opportunity Act (HEOA) of 2008 requirement for NCES to post information to College Navigator, for each state:  
Katie said this was taken care of by the NDUS office.

Request new query regarding suspended ISIR’s with DRT correct – Shelley/Carmen  
Carmen said there is currently a query for people who did DRT for loaded ISIR’s. She asked if a query could be written to identify suspended ISIR’s as well. This was supported by CUSAD. The priority was set to super high.

SAP notifications, is it possible to do ‘both’ email and letters? If not, can we choose to do only letters? – Betty  
Betty asked if it was possible to do letters and emails through comm gen. Sue said she will send a document to the list saying that the ability to run letters through comm gen is in stage. She can update the event id’s so that they could run both.

IPED’s - Dennis  
Dennis said before the NDASFAA meeting, Sue, Ron, John and he met with student records to discuss IPEDS. Last year registrars were getting numbers from different sources for enrollment and first time freshmen. Student records and student financial aid are now going to be pulling the numbers from the
same report (K). The financial aid offices should make sure the registrar is using report K for the fall enrollment reporting on IPEDS.

**Common Data Set - Laurie**
Laurie asked if anyone looked at the changed version of the report to see if the numbers are more accurate. Several campuses commented that their reports are showing fewer students but higher amounts and that the reports are significantly different from last year.

Aid that is not need based but was used to meet need should be reported in the need based aid column according to Dennis. Rohit asked if any schools need help verifying numbers, and since this is due April 26, he suggested forming a working group. Katie, Laurie, Jeanne, and Rohit stated they would like to be in the group. Sue suggested the group have a conference call with the programmer to discuss questions and concerns so she can work on how the program is calculating fields and what is the selection criteria.

**Old Business**

**Action Items Review**
The two following issues should be updated in the action item review list:

- **Unofficial withdrawals**
  Dennis said student records has been coding the unofficial withdrawals and it should be in production by the end of the month. When this gets into production instructors will not be able to give a grade of “F” or “U” without adding a last date of attendance, which will show up on the last day of attendance report. Jeff asked Dennis to discuss with the programmers how faculty should handle putting in dates for students who have never attended. Katie asked if campuses could opt in or out, and Dennis said he believes that is how it was written.

- **The Pell Graduation Rate Disclosure** – Dennis said the legislature has been asking for something similar so it should be available soon. This should stay on the agenda until it is completed.

Jeff asked if there is a way to change the “ready for counselor review” or if it will have to be done manually so he does not award students who have not completed verification. Dennis said this is ready to test and it will move to production once he gets that completed. Dennis said this is school specific but the documentation should be read to set it up.

Jeff said ISIR comment codes 257 and 258 would not have a severity level 2 since students are getting packaged the correct amount. He put in a PTR because they over awarded a student since they did not get a comment code to warn them. Dennis said they found a bug in the NSLD push and the fix should be in production next week.

Jeff asked if they can walk through the loan fee setup so that they can avoid problems like they encountered last year. Dennis said campuses could call him, but last year’s issue was because some schools were not consistent with even and odd year item types and loan fees.

Katie Nettle said the global service indicator is supposed to be added. There is a request for a PR4 service indication to allow coaches access to the information. This has to go to campus community as well. Katie would like to know if the financial aid group would approve this. Katie said since they are part of the institution and it is reasonable for them to know. Tom said positive service indicators are
global and all groups would need to approve this indicator. Katie made a motion that CUSAD will approve code of PR4 with a FERPA release to release information to coaches. Laurie seconded the motion. It was approved by consensus.

Katie stated that she appreciated the NDASFAA presentation by Sandy Klein on audit findings.

It was moved by Shelley and seconded by Laurie to adjourn. The motion was unanimously approved.

The meeting adjourned at 2:37 p.m.

Minutes prepared by Gina Padilla